

## **Addendum 4 – Cemetery Policies**

1. All members in good standing\* of Clarks Chapel Baptist Church will be given a free burial plot (one grave). (This does not include the cost to dig and prepare the grave or any funeral expenses.)
2. Members in good standing\* who join another church forfeit any claims on burial plots in the cemetery. (Former Pastors and their wives excluded – see #3. For other exceptions see #'s 6 & 7.)
3. All former Pastors and their wives are allowed to purchase burial plots for \$500.00 each.
4. Children 18 years old and under, invalids, and mentally handicapped persons may be buried if one or both parents are members in good standing\*. (There will be a \$500.00 burial plot fee.)
5. Those who are not members in good standing\* with Clarks Chapel Baptist Church and who have no family ties with members in good standing\* cannot be buried in this cemetery. (Family ties are understood as being husband, wife, or children.)
6. As of November 10, 2004, any burial plot that has been reserved for a person or family that is no longer a member in good standing\* may be purchased by that family for \$500.00 or else the plot will revert back to the church. They have until December 31, 2005 to pay. If the person so named on the plot dies prior to December 31, 2005, the plot must be paid for before the grave can be opened.
7. Prior to November 10, 2004, anyone who has already paid for a burial plot and are no longer members in good standing\* of Clarks Chapel Baptist Church are grandfathered in and are guaranteed burial plots as previously designated.
8. Permission to buy a plot must be granted by the Cemetery Committee by vote of that committee.
9. Non-members who have family ties to the church (see #1 above) may purchase a burial plot for a fee of \$500.00. (This does not include the cost to dig and prepare the grave or any funeral expenses.)
10. In the event someone who has paid for a plot changes their mind and does not want or need it anymore, they may be refunded half (\$250.00) of the purchase price (\$500.00).
11. All burial plots are non-transferable. If the owner of the burial plot is not buried in that plot, the plot will revert back to the church.

12. Those who wish to select a burial plot must go through the Cemetery Committee.
13. All monies received for burial plots and cemetery upkeep will go directly into the church's general fund.
14. The church, through the Cemetery Committee, reserves the right to accept or reject any requests or offers from non-members.
15. All graves must be fitted with a grave-liner or vault.
16. All gravestones shall be placed at the head of the grave on a concrete base even with the ground extending four inches on all sides of the monument. All foot markers must be sunk to ground level in concrete.
17. Clarks Chapel Baptist Church reserves the right to level all graves after they settle, resod the grass, and remove any dead or weather-worn flowers after an appropriate period of time.
18. Flowers must be disposed of properly and may not be left laying around or thrown into the woods.
19. The Cemetery Committee shall keep an up-to-date the map showing all burial plots and their assignments and post it in the church office.
20. Clarks Chapel Baptist Church has the right to update and revise the cemetery policies. The church will take appropriate measures to notify those affected of any changes in policies. However, it is the responsibility of those who have plots in the cemetery to stay in touch with the church so they can be appropriately informed.
21. The following people automatically have free plots in the cemetery since they donated the land for the cemetery – The Leonard West family including their children and their spouses, their brothers and sisters and their spouses, Harry Price (son of Mr. & Mrs. Fred Price). They must register and comply with cemetery policies where applicable.
22. Because of the unique nature of our Cemetery, only the church gravedigger or his designee may open and close graves.
23. All funeral directors shall contact both the Pastor of Clarks Chapel Baptist Church and the chairman of its Cemetery Committee prior to making funeral plans at the church and/or cemetery.

**\*Members in good standing are defined in the By-Laws – Article 1, Section 3.**